Aubrey Kagan

From: Element K tips [tips@offers.elementkjournals.com]

Sent: March 22, 2004 7:16 PM

To: akagan@emphatec.com

Subject: IME Tip: Require a password to access a workbook (Excel 97/2000/2001/2002)

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********** THE TIP **********

Require a password to access a workbook (Excel 97/2000/2001/2002)

If you want to prevent people from opening a certain Excel
workbook, you can assign a password to the file to control who
can access its contents. In addition, you can use a password to
limit the number of people able to edit the file. To set such
passwords, open the file and choose File | Save As from the menu
bar. Then, click the Options button on the Save As dialog box (if
your dialog box doesn't have that button, choose General Options

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from the dialog box's Tools menu).

Type the password you want to use in the Password To Open text box. As you type, the password is masked with asterisks. This password determines who can view the file's contents. Keep in mind that the password is case-sensitive, so capitalization matters. If you also want to control whether edits can be made, enter a different password in the Password To Modify text box.

At this point, click OK. You'll then need to confirm any password selections you've made. If you assigned two passwords, the first one you confirm is the one you entered in the Password To Open text box. When you return to the Save As dialog box, click Save and then click Yes to save over the original workbook with the new password-protected workbook.

When you later reopen the file, you'll be prompted to enter its password. Enter it in the Password text box and click OK. If you supply an incorrect password, Excel displays a warning and the open process is cancelled.

If you also assigned a password to control modifications, you'll be prompted to enter it now. If you're unable to supply the right password, or you don't need to make changes, you can click the Read Only button to open the file; however, you won't be able to save changes you make to the workbook unless you save to a new file.

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